

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** LEAD TOLL COLLECTOR

**Date:** 10/30/98

**Position Level:** 4

**FLSA Status:** Nonexempt

**Class Code:** 4-11

### GENERAL DESCRIPTION

Primary function in toll booth is collecting tolls, punching the correct axle counts on computer keyboard, counting money and tickets, making out deposit. Primary function in office is to verify toll ticket redemption's, preparation of segment of duty reports and posting of same in computer, plan monthly safety meetings, inspect surrounding area and buildings for unsafe conditions.

### KEY RESPONSIBILITIES

1. \* Saturdays and Sundays collect tolls, make change, give directions, punch in correct axle count, fill out bank deposit and count tickets .
2. Counting toll tickets to verify if correct, preparing segment of duty reports, correcting toll collector's errors (toll tickets and money).
3. \* Enters S.O.D. reports, toll ticket amounts, money deposit amounts, non-revenue and errors into computer.
4. Hold monthly safety training meetings, up-date M.S.D.S. 'S.
5. Train new employees in safety and inspect surrounding area.
6. \* Toll facility for unsafe conditions, post items on safety board.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> LEAD TOLL COLLECTOR	<b>Class Code:</b> 4-11	<b>Position Level:</b> 4
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	0 to 1 year.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_